OS REGISTRY

17 DEC 1987

16 DEC 1987

MEMORANDUM FOR: Director of Personnel

STAT   FROM:

Director of Security

SUBJECT: Managers' Event Calendar

REFERENCE: Memo from D/Pers to D/Sec dtd 19 Nov 87
                  Same Subject

1.   I think the idea of an Agency-wide calendar would be useful if:

     a. It highlights only those events that are truly Agency-wide and <u>important</u>.

     b. It is produced in a calendar format.

2.   Additionally, perhaps the basic listing of Agency-wide events could contain space for Office-wide events to be added.

STAT

STAT   OS/EO   (14 Dec 87)

Orig - Addressee
   1 - D/Sec
   1 - EO Chrono
   1 - OS Registry

OS 87-1588x/A

OFFICE OF THE DIRECTOR

25 November 1987

Office of Security

TO: Executive Officer

SUBJECT: Managers' Event Calendar

An Agency-wide calendar would be useful if

① It highlights only those events that are truly
Agency-wide and important. A lot fewer items
than contained in the attached. Some of them strike
me as being pure PR for OP

② In a calendar format

11/19/87

SLIP

STAT ROOM NO. *6517*

REMARKS:

EO 20 NOV 1987 B

STAT

1.

NOV 24 1987

2. D/OS

STAT any comments pls.

FROM: OP/Pers

STAT ROOM NO.

OS REGISTRY

87-15?8X

NOV 1 9 1987

MEMORANDUM FOR: Director of Security

FROM: Hugh E. Price
Director of Personnel

SUBJECT: Managers' Event Calendar

1. Please critique the attached Managers' Event Calendar for me, indicating whether and to what degree your office might find it useful in the future. In doing so, you might want to share the Calendar with your secretary for additional input.

2. As you may be aware, there currently exists no cross-Directorate event calendar which covers the various Agency locations. This particular version has an Office of Personnel header and features some programs of general interest to OP careerists. However, the Calendar could also have any focus the Agency or Office would like, and the header modified as you/we feel appropriate.

3. We would plan to publish an Event Calendar once a month, updating as information is available. We are also exploring the possibility of putting the calendar on-line.

STAT

Hugh E. Price

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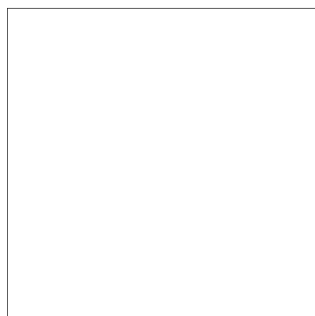
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Confidential

**In compiling this Managers' Calendar, we relied heavily on information from the following offices and individuals, most of whom have responsibility for scheduling events.

25X1

OL/FMD
Protocol
OTE

OTE/Pers
OMS
Security Education   her office

We also contacted other individuals who were involved on a one-time basis in scheduling events.

We did not include in the calendar events such as workshops of interest to a smaller portion of the population--some OTE, OIT, and OP workshops, for example, and office-level meetings held in the Auditorium.

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of FMD was kind enough to review the Executive Dining Room schedule for events which might be of significant interest to the DDA and other senior-level managers. He felt that there were not any that "qualified" this time--but we will continue to ask him to scan these for us in the future.

Confidential